



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing City Manager to Approve Changes in Project Scope for Public Safety Building/Civic Center Renovation Concept Plan Contract with Wenell Mattheis Bowe for Tenant Improvements for the Finance Department and for the Information Systems Division; and Appropriate Funds for Design and Construction (\$404,000)

MEETING DATE: March 19, 2003

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That City Council adopt a resolution authorizing the City Manager to approve changes in the Project Scope for the Public Safety Building/Civic Center Renovation Concept Plan contract with Wenell Mattheis Bowe (WMB) for tenant improvements to the Parking Structure for office space for the Finance Department (\$20,215) and tenant improvements to the Carnegie Basement for office space for the Information Systems Division (\$15,740); and appropriate funds in accordance with the recommendation shown below.

BACKGROUND INFORMATION: At its January 2, 2003, meeting, the City Council directed staff to pursue moving the Finance Department out of the City Hall Annex to the new Parking Structure office space. Staff has met with Larry Wenell of WMB several times and has completed a general layout of the space needed (copy attached) and are working with the suppliers/installers of the office systems furniture (OSF) to inventory all existing OSF that can be relocated. WMB has now provided the City with a proposal for tenant improvement design based on that approved layout. The cost of that work is \$20,215, and we recommend that it be done as a Change (Addition) to the Project Scope that we have in place for the PSB/Civic Center Renovation Concept Plan. This design work and bidding will be done early this spring, allowing the move to take place this summer. Staff will seek bids on the tenant improvements and return to Council for construction authorization.

Staff is asking Council to also approve an additional Change (Addition) in Scope for the design of the tenant improvements for the Carnegie Basement (\$15,740) to WMB under the same PSB/Civic Center Renovation Concept Plan, so that work can be ready to bid as soon as possible, and as close to the move out by Police Detectives in early 2004.

Staff also recommends that the estimated cost of the Finance tenant improvements plus moving costs be appropriated now in order to set aside this amount as we prepare budgets for 2003/05. The Carnegie Basement work will not take place until 2004 and can be included in next year's budget.

Staff has not included design and tenant improvement costs for the Information Systems Division to move out of the City Hall Annex and into the Document Depository (old Sak's Building) because of the significant cost to move that division and all their support equipment for a relatively short stay in that building. We do have a few staff members in the Sak's Building now under a previously-approved lease.

APPROVED: _____


H. Dixon Flynn -- City Manager

Adopt Resolution Authorizing City Manager to Approve Changes in Project Scope for Public Safety Building/Civic Center Renovation Concept Plan Contract with Wenell Mattheis Bowe for Tenant Improvements for the Finance Department and for the Information Systems Division; and Appropriate Funds for Design and Construction (\$404,000)

March 19, 2003

Page 2


These people would also vacate the Sak's Building when the Carnegie Basement is remodeled. Given anticipated budget constraints that have now come to light, we feel the additional \$90,000 to \$100,000 to make this short-term move is unnecessary. We are expecting that the Carnegie Basement remodel project can begin as soon as the Police Detectives move into the new Police Facility (scheduled to be complete in January 2004) to provide a more permanent home for ISD.

Because it will take approximately 6 to 8 months to have the new space ready to occupy, waiting for the additional 6 months and moving the ISD once, rather than twice, is much more cost effective. The City would still be responsible for lease payments for the City Hall Annex, until that building is 100% vacated (approximately \$38,000). It would not be the intention to move any other City staff into that building.

FUNDING:	Design Work, including contingencies	\$39,000
	Tenant Improvements/Moving	<u>\$365,000</u>
	Total – General Fund Capital Outlay	\$404,000

Funding Available:

Renly R. Pariente for
Finance Director


Richard C. Prima, Jr.
Public Works Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager

RCP/DJC/pmf

Attachment

cc: Finance Director
Information Systems Manager
Fleet and Facilities Manager
WMB, Larry Wenell

RESOLUTION NO. 2003-46

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO APPROVE
CHANGES IN PROJECT SCOPE FOR THE PUBLIC
SAFETY BUILDING/CIVIC CENTER RENOVATION
CONCEPT PLAN CONTRACT AND APPROPRIATE
FUNDS FOR DESIGN AND CONSTRUCTION

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to approve changes in the Project Scope for the Public Safety Building/Civic Center Renovation Concept Plan contract with Wenell Mattheis Bowe for tenant improvements to the Parking Structure for office space for the Finance Department and tenant improvements to the Carnegie Basement for office space for the Information Systems Division; and

BE IT FURTHER RESOLVED that funds for design and construction in the amount of \$404,000.00 be appropriated as follows:

Design Work, including contingencies	\$ 39,000.00
Tenant Improvements/Moving	<u>\$365,000.00</u>
Total – General Fund Capital Outlay	\$404,000.00

Dated: March 19, 2003

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I hereby certify that Resolution No. 2003-46 was passed and adopted by the Lodi City Council in a regular meeting held March 19, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Land, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – Beckman

ABSENT: COUNCIL MEMBERS – Howard

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

CITY COUNCIL

SUSAN HITCHCOCK, Mayor
EMILY HOWARD
Mayor Pro Tempore
JOHN BECKMAN
LARRY D. HANSEN
KEITH LAND

CITY OF LODI

PUBLIC WORKS DEPARTMENT

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H. DIXON FLYNN
City Manager
SUSAN J. BLACKSTON
City Clerk
RANDALL A. HAYS
City Attorney
RICHARD C. PRIMA, JR.
Public Works Director

March 13, 2003

Wenell Mattheis Bowe
246 E. Main Street
Stockton, CA 95202

SUBJECT: Adopt Resolution Authorizing City Manager to Approve Changes in Project Scope for Public Safety Building/Civic Center Renovation Concept Plan Contract with Wenell Mattheis Bowe for Tenant Improvements for the Finance Department and for the Information Systems Division; and Appropriate Funds (\$400,000)

Enclosed is a copy of background information on an item on the City Council agenda of Wednesday, March 19, 2003. The meeting will be held at 7 p.m. in the City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the regular calendar for Council discussion. You are welcome to attend.

If you wish to write to the City Council, please address your letter to City Council, City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the mail. Or, you may hand-deliver the letter to City Hall, 221 West Pine Street.

If you wish to address the Council at the Council Meeting, be sure to fill out a speaker's card (available at the Carnegie Forum immediately prior to the start of the meeting) and give it to the City Clerk. If you have any questions about communicating with the Council, please contact Susan Blackston, City Clerk, at 333-6702.

If you have any questions about the item itself, please call Dennis Callahan, Fleet and Facilities Manager, at 333-6800, extension 2690.



for: Richard C. Prima, Jr.
Public Works Director

RCP/pmf

Enclosure

cc: City Clerk